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MATERIEL

ANNEX "C"

25 YEAR RE-REVIEW

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MATERIEL ANNEX

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S E C R E T

MATERIEL ANNEX

1. Mission:

(a) To merge the functions of the Aircraft Maintenance and Support Division (AMSD), Office of Logistics with Project CHALICE Materiel activities. The merged functions to be designated as the Materiel Branch, Development Projects Division (DPD), DD/P. The merger to be phased as indicated in Tab I of this Annex.

(b) To provide more effective support of Agency air assets.

2. Assumptions:

(a) The merger of AMSD and CHALICE Materiel functions will initially require the movement of seven (7) positions from the Office of Logistics to the DPD. This visualizes that two (2) Supply positions will remain in the Office of Logistics, also that one (1) position calling for a Colonel, Air Force would not be required in view of the reduction in status of AMSD from Division to Section. In addition, by pooling the one (1) secretarial position from AMSD with the one currently assigned to the Materiel Branch, DPD, would leave one secretarial position (AMSD) surplus. Thus are the eleven (11) positions authorized to AMSD accounted for.

(b) Complete control over maintenance activities, both domestic and overseas would reside in the Materiel Branch, DPD.

(c) A new approach will be made to the Department of the Air Force with respect to the support of those additional activities which have accrued to the DPD as a result of the merger.

(d) Ultimately, primary responsibility for effecting the maintenance and inspection of aircraft under control of DPD, would be placed with the field organizations.

(e) The maintenance activities at Headquarters would be in the form of monitoring and trouble-shooting activity to assure:

(1) That operations had adequate materiel information to be properly responsive to Agency requirements.

(2) That Air Force response to DPD maintenance requirements is timely and adequate.

(3) To effect periodic field coordination trips to assure compliance with DPD Directives and to discuss and attempt to alleviate problems that have generated in the field.

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3. Materiel Organization:

(a) Phase I of the proposed merger of AMED functions with those of CHALICE is concerned with the Headquarters complement. The merged activity, to be known as the Materiel Branch, DPD, the organization of which is demonstrated in Tab 2.

(b) The statement of functions of the Materiel Branch, DPD are contained in Tab 3 through 8.

(c) Aircraft currently controlled by CHALICE are reflected in Tab 9.

(d) Aircraft currently the responsibility of AMED are reflected in Tab 10.

4. Materiel Policies:

(a) The Materiel Branch thus created will continue to provide support to Project CHALICE activities, as in the past, through the management of an independent Supply system. For all other Air activities of the Agency falling under the purview of the DPD the Office of Logistics will be called upon for Logistics support, except in the area of aircraft maintenance which will be the overall responsibility of the Materiel Branch, DPD.

S E C R E T

**PROPOSED SUPPORT PROCEDURES AND PHASES
OF REORGANIZATION**

1. There will be three phases:

a. Phase I - Initial reorganization merging the AMSD and CHALICE Materiel functions. This to visualize physical relocation of seven AMSD personnel to 1717 H Street. Two persons occupying supply positions will remain in the Office of Logistics but will be temporarily detailed to the new organization until such a time as the field organization and military support relationship have been determined and effected.

b. Phase II - Evaluation of field organizations and requirements in order to determine materiel manning requirements in the field and at headquarters level.

c. Phase III - Implementation of findings in Phase II, particularly the logistical system required to provide timely and adequate field support.

2. During Phases I and II it is planned that logistical support will be provided as in the past, namely all requirements will be channeled through the Office of Logistics for supply support or other requirements involving Tab VI support from the Air Force.

3. Phase III envisages decentralization to the field aircraft maintenance and support responsibility. This will be accomplished by the establishment of relationship with the Air Force similar to that enjoyed by Project CHALICE. At this time, as a result of information obtained from Phase II it will be determined:

a. Whether a further reduction in the Headquarters Materiel personnel can be accomplished.

b. Whether field maintenance and supply responsibilities will require additional personnel at the Air Division detachments.

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S E C R E T

MATERIEL BRANCH

OFFICE OF THE CHIEF OF MATERIEL

Responsible to the Chief, Development Projects Division for staff surveillance of materiel matters. Plans and coordinates the functions of: Acquisition of Government Furnished Equipment (GFE); Expediting shipments of required materials for projects under development as well as those in production and on hand; Supply; Airframe maintenance; Product improvement; Project office space allocation; Purchase and accounting for sterile automotive vehicles utilized by project personnel; Acts in a supervisory capacity on affairs pertaining to the operation of the [redacted] and Installations Engineering actions.

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SUPPLY SECTION

Prepares, publishes and distributes project directives required. Interviews personnel being assigned to project supply functions. Performs liaison with MATS cargo movement control centers to insure timely movement of project designated cargo. Responsible for the acquisition, receipt, storage, and distribution of KUBARK required property to fulfill requirements. Maintains documentary records of transactions concerning KUBARK property to meet audit standards. Arranges transportation requirements for shipments to suppliers, community customers and detachments. Furnishes Consolidated Memorandum Receipts for distribution. Maintains records of GFE to suppliers. Prepares documents and controls personal equipment in possession of personnel. Coordinates office furniture requirements and movement. Is responsible for office equipment repair. Monitors detachment fuel, coordinates requirements with Hqs, USAF, to insure sufficient quantities are on hand to fulfill operational requirements.

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S E C R E T

MAINTENANCE SECTION

Responsible for monitoring and coordinating requirements for modification, distribution, records and product improvement of assigned aircraft. Performs liaison with suppliers concerning delivery schedules, parts procurement, maintenance support and allied functions. Monitors Tech Order Compliance schedule with the Test Site, Suppliers, Depots and Detachments and IRAN and modification of Agency owned or controlled aircraft. Perform field inspection to insure proper maintenance and support of Agency owned and controlled aircraft.

S E C R E T

DEPOT SUPPLY SECTION

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Responsible to the Chief of the Material Branch for the acquisition, receipt, storage, inspection and distribution of property required to support suppliers and assigned projects such as, [REDACTED]

1. Performs liaison with suppliers, vendors, AMD, MATS and other echelons to fulfill requirements of assigned projects. Provides depot assistance to suppliers and project detachments to accomplish assigned missions. Determines and procures GFE requirements for suppliers and acts as property custodian concerning GFE in use by Suppliers. Provides research, cataloging and listing services to project detachments. Maintains documentary records of transactions to fulfill audit requirements.

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Tab 6

S E C R E T

INSTALLATION ENGINEERING SECTION

Based upon operational concepts; determines necessary airfield facilities, utilities, housing, technical and administrative requirements, and takes preparatory measures to provide same. Ascertains the construction capability of the local economy and of the surrounding countryside as well as Department of Defense forces for possible resources to accomplish the required construction tasks, develops plans and specifications for remodeling facilities as required. Acts as office of primary interest in acquisition and allocation of office space as well as supporting items, i.e., telephones, lighting and other appliances. Provides the service of space rentals where necessary.

S E C R E T

SECRETARIAL SECTION

Performs normal clerical services for the Materiel Branch and associated sections. Such services include, but are not limited to; taking dictation, typing, files management, reproduction and distribution of required materiel reports and inter office security.

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Tab 8
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